



STATE OF ARIZONA
DEPARTMENT OF TRANSPORTATION
PROCUREMENT



AZFACTS FAX-ON-DEMAND

ADOT SOLICITATION REFERENCE NUMBER: T05-49-00009

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Description: SPR 579 – Making a Good First Impression: Improving Pre-Design and Environmental Public Information

DUE DATE: June 25, 2004 at 5:00 P.M. MST

DATE POSTED: May 28, 2004

Opening and Submittal Location: Arizona Department of Transportation
Procurement Group
1801 West Jefferson, Rm No. B37, MD 100P
Phoenix, Arizona 85007

REPLY TO:

Responsible Contract Officer:  Karie Ingles Telephone: (602) 712-8505
E-mail: kingles@dot.state.az.us FAX (602) 712-3487

THIS PROCUREMENT IS RESTRICTED TO SMALL BUSINESSES. A SMALL BUSINESS IS ONE THAT, INCLUDING ITS AFFILIATES, IS INDEPENDENTLY OWNED AND OPERATED, IS NOT DOMINANT IN THE TYPE OF BUSINESS IT CONDUCTS, AND WHICH EMPLOYS FEWER THAN 100 FULL TIME EMPLOYEES OR WHICH HAS GROSS RECEIPTS OF LESS THAN \$4 MILLION IN ITS LAST FISCAL YEAR.

"An Equal Employment Opportunity Agency"

The Arizona Department of Transportation is committed to the principles of Equal Employment Opportunity. To ensure dissemination and of the Equal Opportunity program throughout all levels of the department, the ADOT Civil Rights Deputy Administrator serves as the Equal Opportunity Administrator for the Arizona Department of Transportation.

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1.0 SCOPE OF WORK

1.1 Problem Description

1.1.1 The Arizona Department of Transportation (ADOT) hereinafter referred to as Department; Arizona Transportation Research Center (ATRC) is seeking the services of a qualified firm or individual (hereinafter referred to as Project Researcher). From project scoping through the Department's initial investigations into project viability, the public receives its first opportunity to review and comment upon potential projects. This exposure forms a first impression of the Department's professionalism; its accountability toward accepting desired design concepts; and setting an appropriate standard for final design and, ultimately,

construction. Needed is a more refined and consistent approach for seeking public involvement and for positioning the Department as an accountable professional services provider dedicated to bettering Arizona's transportation systems and its citizens' quality of life through extensive public information and community relations programs.

1.2 Project Objectives

1.2.1 Identify how the Department's customers are introduced to potential future projects by defining the roles of Pre-Design Project Managers, Environmental Planners and Engineering Consultants.

1.2.2 Identify types of public notification and methods used to gain and implement public involvement as project development advances prior to the initiation of final design to specifically determine how the Department's customers are to remain informed and involved during the process.

1.2.3 Determine the potential benefits of assigning a full-time Public Information Project Manager to conduct customer relations during the initial stages of the project introduction and the concomitant public involvement process that occurs prior to initiation of final design.

1.3 Approach and Work Plan

1.3.1 This project will be undertaken by means of hiring one or more persons to work on a part time basis for approximately twelve months. Ideally, this project would commence in July of 2004 and conclude by June of 2005.

1.3.1.1 Task 1: The Project Researcher shall present an outline of a work plan. Intermediate deliverables shall be identified in the work plan and any progress payments associated with these deliverables shall be specified. The Technical Advisory Committee (TAC) will review the scope of work and work plan. At this time, any revisions needed shall be made. **Deliverable:** A work plan acceptable to the TAC.

1.3.1.2 Task 2: Review existing literature on Pre-Design communication processes. Extract relevant information and summarize its implications for meeting Department needs. **Deliverable:** Document the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

1.3.1.3 Task 3: Survey/interview relevant Department staff to determine the knowledge, skills, and abilities required of Public Information Project Managers. **Deliverable:** Document the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

1.3.1.4 Task 4: Conduct a Public Information Project Manager job analysis and develop the job description and job specification. **Deliverable:** Document the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

1.3.1.5 Task 5: The Project Researcher shall submit a Project Final Report and a four-page Research Note to ATRC. The Final Report shall contain the data and explanatory narrative sufficient to document the Project goals, scope, methods used in the research, activities and issues, results, recommendations and all other requirements specified in this Solicitation. The Final Report shall include suggestions on how to implement recommendations made. Electronic copies of the Final Report shall be provided in mutually agreed upon formats. The Final Report shall conform to the version of the ATRC document, Guidelines for Preparing ATRC Research Reports, which is in effect at the time this Contract is executed. At the Project Researcher's request ATRC will provide a printed or electronic copy of the Guidelines or the document may be found on the Internet at:

<http://www.dot.state.az.us/ABOUT/atrc/rptguide.htm>. The four-page Research Note serves as an executive summary for the project. It must be written in a concise manner with an emphasis on the research need, project goals, and key results, conclusions and recommendations. ATRC will provide format samples and guidelines for this document, which will be both printed and posted on the Internet. The Project Researcher is responsible for correction of deficiencies in the Final Report that are identified by the Project's Technical Advisory Committee, the Federal Highway Administration or ATRC. The Project is not considered complete until Report deficiencies are corrected. Contractor should include report preparation and revisions as part of the work scope for this Solicitation. **Deliverable:** A final report that is acceptable to the TAC, Federal Highway Administration (FHWA) and ATRC.

- 1.3.1.6 **Task 6:** Provide a brief presentation to the Research Council or another audience designated by the TAC. This presentation shall include such visual aids as necessary or useful in portraying the information content of the research. Copies of the final report and any handouts of other information shall be distributed to members of the Research Council at this presentation. **Deliverable:** A final oral presentation that is acceptable to the TAC.

1.4 Project Researcher Responsibilities

- 1.4.1 Conduct the research in accordance with ATRC guidelines. These guidelines can be found at http://www.dot.state.az.us/ABOUT/atrc/Research/Guidelines_html.htm. Copies of previously published ATRC reports illustrating the type of final product required can be found at http://www.dot.state.az.us/ABOUT/atrc/Publications/SPR/SPR_Reports.htm.

- 1.4.2 Respect the confidentiality of the Department's data—using any confidential information solely for the purposes of this research project.

- 1.4.3 Submit periodic progress reports that summarize work to date and include a copy of appropriate deliverables (for example, bibliographies, research notes, partially completed text, tables or graphics). Frequency of progress reports shall be determined and mutually agreed upon at the time the work plan is approved.

- 1.4.4 Submit invoices for payment purposes. These invoices shall accompany the periodic progress reports and shall be for amounts commensurate with tangible accomplishments of the project. The Project Manager shall provide sample format for invoices.

1.5 TAC Responsibilities

- 1.5.1 Provide guidance to the project by making timely responses to any relevant questions posed by the Project Researcher.

- 1.5.2 Assist in obtaining access to any official data, records, or information needed for the research.

- 1.5.3 Review progress reports in a timely manner to provide feedback and ensure that the project stays on course.

- 1.5.4 Review and approve (if satisfactory) the final report.

- 1.5.5 Provide reasonable assistance in the oral presentation to the Research Council or other designated audience.

- 1.5.6 Make the best effort to implement recommendations that would be beneficial to the Department or other government agencies and/or the traveling public.

1.6 Project Manager Responsibilities

- 1.6.1 The Project Manager shall provide general direction as necessary and be responsible for all decisions pertaining to the work on this project, including processing invoices and reporting progress to TAC.

2.0 UNIFORM TERMS AND CONDITIONS

- 2.1 Incorporated herein by reference. To obtain a copy of the Uniform Terms and Conditions in full text, log on to <http://sporas.ad.state.az.us/> or contact Karie Ingles at (602) 712-8505.

3.0 SPECIAL TERMS AND CONDITIONS

3.1 Term

- 3.1.1 The term of any resultant contract shall commence upon contract execution and shall continue for one (1) year, unless terminated, cancelled or extended as otherwise provided herein.

- 3.1.2 By mutual agreement, any resultant contract may be extended for supplemental periods up to a maximum of forty-eight (48) months or not to exceed \$34,999.99.

3.2 Method of Payment

- 3.2.1 All project invoices are paid at 90% of the billed amount. The remaining 10% is withheld until final completion of the project. Payment is made based upon the deliverables identified and completed. The Department reserves the right to withhold payment in the event that adequate documentation of satisfactory progress toward completion of the project has not been received. The Project Manager shall be the judge of the adequacy of documentation and whether progress on the project is satisfactory. The maximum budget for this project is \$15,000.

- 3.2.2 The Contractor shall submit invoices for services rendered to the address as follows:

- 3.2.3 Arizona Department of Transportation, Transportation Research Center
Department (Mail Drop 075R)
206 S. 17th Avenue
Phoenix, AZ 85007
Attention: Mr. John Semmens

3.3 Changes

- 3.3.1 The Department reserves the right to revise the delivery schedule and make other changes within the general Scope of Work as may be deemed necessary to best serve the interest of the Department. All changes shall be documented by formal amendments to the contract in accordance with A.R.S. 41-2503 (5).

3.4 Offshore Performance of Work Prohibited

- 3.4.1 Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers.

4.0 UNIFORM INSTRUCTIONS TO OFFERORS

- 4.1 Incorporated herein by reference. To obtain a copy of the Uniform Instructions to Offerors in full text, log on to <http://sporas.ad.state.az.us> or contact Karie Ingles at (602) 712-8505.

5.0 SPECIAL OFFER SUBMITTAL INSTRUCTIONS

5.1 Evaluation Criteria for Project researchers

- 5.1.1 The table below indicates the items and the relative order of importance that shall be given to each factor in the selection of the firm or individual to undertake the research project. The offeror shall submit items 2 through 6 in written form. The project manager shall evaluate the offers and make a recommendation for award based upon the following evaluation criteria. Those offers determined to be reasonably susceptible of being selected for award shall be invited to interview. If circumstances prevent full execution of the contract, the offeror submitting the next ranked offer will be called. An award will be made to the responsible offeror whose offer is determined to be the most advantageous to the State by the Procurement Officer.

1. Interview	The Project Manager will interview the offeror in person or by telephone. The interview questions to be asked are found in Exhibit A of this solicitation. Any other questions that may be asked are strictly limited to clarification, as defined below in A.A.C. R2-7-301 (3), of the offer submitted and to establish that the offeror is responsible, as defined below in A.R.S. 41-2531 (14), to undertake this project. No revisions to the offer or solicitation will take place. <u>Definitions:</u> A.A.C. R2-7-301 (3) – " Clarification " means written or oral communication with a bidder or offeror, including demonstrations or questions and answers, for the sole purpose of information gathering or of eliminating minor informalities or correcting nonjudgmental mistakes in a bid or proposal. Clarification does not otherwise afford the bidder or offeror the opportunity to alter or change its bid or proposal. A.R.S. 41-2531 (14) – " Responsible bidder or offeror " means a person who has the capability to perform the contract requirements and the integrity and reliability, which will assure good faith performance.
2. Sample of Previous work	Provide a sample of offeror's best work on a research project. If possible, this sample should reflect work on a related topic or demonstrate the type of skills that would be useful on this project.
3. Cover letter and resume	Submit a one-page cover letter briefly describing why offeror should be selected for the job and attach a brief résumé listing educational and job experiences.
4. References	Provide three (3) references (including telephone numbers and e-mail addresses) who will vouch for offeror's ability and attitude. References are required to complete Attachment 4, References.
5. Transcripts OR Qualifications of the Organization	Provide an unofficial copy of college transcripts, OR describe offeror's organizational capabilities, background qualifications and experience. Include internal methods proposed for completing projects on time and person responsible for schedule.
6. Price	Utilizing the Price Sheet, specify a "Firm Fixed Price" for completion of the project. This shall be supported by an hourly rate combined with an estimation of how many hours would be required to complete the project.

5.2 Required Information

5.2.1 The offer shall include all of the following information listed below and should be presented in the order, in which they appear, to the location indicated on the solicitation, page one (1) by the time indicated. **Responses may be faxed to (602) 712-3487, Attention Karie Ingles. Reference the solicitation number on offer.** Responses must be in writing and signed. FAILURE TO PROVIDE ALL OF THE REQUIRED INFORMATION MAY RESULT IN REJECTION OF THE FAX ON DEMAND.

- 5.2.1.1 ATTACHMENT 1 - PRICE SHEET
- 5.2.1.2 ATTACHMENT 2 - OFFER AND CONTRACT AWARD SHEET
- 5.2.1.3 ATTACHMENT 3 - STATE OF ARIZONA SUBSTITUTE W-9 FORM
- 5.2.1.4 ATTACHMENT 4 - REFERENCES
- 5.2.1.5 COVER LETTER AND RESUME
- 5.2.1.6 TRANSCRIPTS OR QUALIFICATIONS OF THE ORGANIZATION
- 5.2.1.7 SAMPLE OF PREVIOUS WRITTEN WORK

ATTACHMENT 1 PRICE SHEET SOLICITATION NO. T05-49-00009
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COMPLETE THIS FORM IN ACCORDANCE WITH SOLICITATION REQUIREMENTS AND SUBMIT WITH OFFER:

FIRM FIXED PRICE for research project

\$ _____ Total

Estimated number of hours to complete project

_____ Hours

Hourly Rate

\$ _____/hour

ATTACHMENT 2 OFFER AND CONTRACT AWARD



ARIZONA DEPARTMENT OF TRANSPORTATION
Procurement Group
1739 West Jackson, Room 100P
Phoenix, Arizona 85007-3276
Phone: (602) 712-7211



SOLICITATION NO. T05-49-00009

Submit this form with an original signature to the State.

OFFER

TO THE STATE OF ARIZONA:

The bidder hereby offers and agrees to perform in compliance with all terms, conditions, specifications and amendments of this solicitation and any written exceptions in the offer. Signature also acknowledges receipt of all pages indicated in the Table of Contents.

Federal Employer Identification
No.:

For clarification of this offer, contact:

Printed Name

Offeror's (Company) Name

Email Address

Address

Company Email Address

City

State

Zip

Signature of Person Authorized to Sign Offer

Telephone

Printed Name

Date

Facsimile

Title

SMALL BUSINESS CERTIFICATION

As a person authorized to represent this offeror, by signing below I certify that the bidding organization is qualified as a small business. A small business means a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field, and which employs fewer than one hundred full-time employees or which had gross annual receipts of less than four million dollars in its last fiscal year (A.R.S. §41-1001). Procurements estimated to cost less than twenty-five thousand dollars (\$25,000.00) shall be restricted to small businesses in accordance with A.A.C. R2-7-335.

Signature of Person Authorized to Certify Status as Small Business

ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR STATE OF ARIZONA USE ONLY)

Your bid is hereby accepted.

The contractor is now bound to perform based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the contractor's offer as accepted by the state.

This contract shall henceforth be referred to as Contract No. _____

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The contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until contractor receives a purchase order.

State of Arizona

Awarded this _____ day of _____, 2004

KARIE INGLES

As Procurement Officer and not personally

ATTACHMENT 3

DO NOT SEND TO IRS	STATE OF ARIZONA SUBSTITUTE W-9 FORM REQUEST FOR TAXPAYER IDENTIFICATION AND CERTIFICATION	DO NOT SEND TO IRS
*****LEGIBLY PRINT OR TYPE REQUIRED INFORMATION*****		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). If you are a resident alien OR a sole proprietor OR do not have a number, see the instructions on page 2.		
Social Security Number (SSN) 2 <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		OR Employer Identification Number (EIN) 1 <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name (if using SSN) or Business Name (if using EIN) - as reported with Social Security Administration or IRS _____		
DBA, Business, Subsidiary, Trade name, Other _____ (circle one)		Remittance Address (If different from main address) Name _____
Main Address (where tax information and general correspondence is to be mailed) _____		Address _____
City, State, and ZIP code _____		City, State, and ZIP Code _____
Contact Name _____		
Telephone number _____ Fax number _____		
Part II For Payees Exempt From Backup Withholding (See instructions on page 2.)		
Check the appropriate box:		
<input type="checkbox"/> (1)(E) State Employee	<input type="checkbox"/> (5) Business (check one of the following) (A) Arizona Corp.-including Non-Profit (C) PC, PLLC, or LLC (F) Financial Institution (H) Benefits Provider (M) Medical Corp. (O) Out of State Corp.-including Non-Profit (P) Professional Assoc. (S) Sole Owner (using EIN) (T) Partnership, LLP, or LTD (U) Public Utility Co.	<input type="checkbox"/> (6) Individual (check one of the following) (D) U.S. Citizen/Permanent Resident (S) Sole Owner of a Business (using SSN) <input type="checkbox"/> (7) Other (Non-corporate including, but not limited to conferences, trust funds, receiverships) --PLEASE BRIEFLY DESCRIBE _____
<input type="checkbox"/> (2)(G) Federal Agency		<input type="checkbox"/> (8)(B) Board Member
<input type="checkbox"/> (3)(G) Arizona State Agency		
<input type="checkbox"/> (4)(G) Other Government Agency		
Minority Business Indicator: (check one of the following that best describes your business)		
<input type="checkbox"/> 01 - Small Business	<input type="checkbox"/> 06 - Small Business/Woman Owner	<input type="checkbox"/> 11 - Small Business/Minority Woman Owner
<input type="checkbox"/> 02 - Minority Owner Business	<input type="checkbox"/> 07 - Small Business/Disabled Owner	<input type="checkbox"/> 12 - Small Business/Disabled Minority Owner
<input type="checkbox"/> 03 - Woman Owner Business	<input type="checkbox"/> 08 - Minority Woman Owner Business	<input type="checkbox"/> 13 - Small Business/Disabled Minority Woman Owner
<input type="checkbox"/> 05 - Small Business/Minority Owner	<input type="checkbox"/> 09 - Disabled Minority Owner Business	<input type="checkbox"/> 00 - None of these apply
<input type="checkbox"/> 10 - Disabled Woman Owner Business		
Part III Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), AND 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to back up withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND 3. I am a U.S. person (including a U.S. resident alien).		
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See instructions on page 2).		
The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.		
Sign Here _____	Date _____	
RETURN THIS FORM AND REPORT ANY CHANGES IN THE ABOVE INFORMATION TO THE STATE AGENCY THAT YOU DO BUSINESS WITH		
FOR STATE AGENCY USE ONLY		
VENDOR# _____	MC(s) _____ (main address)	MC(s) _____ (remittance address)
<input type="checkbox"/> NEW VENDOR	<input type="checkbox"/> TIN CHANGE	<input type="checkbox"/> NAME CHANGE
AGY _____	AGENCY CONTACT _____	AGENCY CONTACT PHONE# () _____ EXT. _____
APPROVED BY (PRINT) _____	(SIGNATURE) _____	Date _____

State of Arizona Substitute W-9 Form [9/24/02]

SOLICITATION REFERENCE NO. 125-12-000

**ATTACHMENT 4
REFERENCES**
SOLICITATION NO. T05-49-00009

Provide a copy of this form to each of three (3) references for completion and inclusion with offer. These references will be checked, please make sure all information is accurate and current.

Offeror's Name _____

Reference Name _____

Reference Telephone Number _____

Reference Facsimile Number _____

Reference E-mail Address _____

What is the nature of your relationship with the referenced individual?

___ Current or former student

___ Current or former employee

___ Other (please elaborate) _____

1. On a scale of 1 to 10, with 10 being the best, how would you rate this person / firm in terms of their ability to do each of the following: (Explain as necessary.)

Complete work on schedule

Take direction

Prepare a quality written report

Make a coherent oral presentation

2. Attitude:

___ Excellent: always gives a good effort. Independently achieves good performance.

___ Good: usually gives a good effort. Requires some coaching/motivation.

___ Fair: gets work done but requires frequent coaching/motivation.

___ Poor: unreliable. Does not work to potential.

3. Is there anything else you can add that would help us evaluate this person's/firm's suitability for the job?

EXHIBIT A
INTERVIEW OUTLINE
SOLICITATION NO. T05-49-00009

Name _____

Project _____

Date _____

Why do you want to work on this project?

What do you know about communicating with voters/taxpayers concerning public projects?

How will you proceed with the research on this project?

What distinguishes you from other candidates for this job?

What is the most important skill or attribute you will bring to this job?

Are there any particular special circumstances or requests (i.e., work schedule, timeframe, task order, etc.) you would like to make regarding this project?

Any additional comments you would like to make or items you would like to show that would help ADOT evaluate your capabilities for this job?